



# Quileute Tribal School

40 Ocean Drive  
La Push, Washington 98580  
360-374-5609 Fax 360-374-5784



## **JOB TITLE AND FILE NAME: Cook**

**SALARY LEVEL:** Starting Salary \$16.09 per hour during 90 calendar day probation period;  
Salary range \$16.09 to \$17.99 DOE.

**SHIFT:** Day shift (200 to 215 days per year)

**LOCATION:** Quileute Tribal School Kitchen

**EMPLOYEE:** Classified Employee

**REPORTS TO:** Superintendent

**REVIEWED BY:** Anita Baisley, Jay Matsen, and Mark Jacobson

**APPROVED BY:** Superintendent Mark Jacobson      **DATE:** 05-22-19

**SUMMARY:** The Cook is responsible to plan, prepare, bake, and serve food items that meet mandated nutritional requirements; to verify quantities and specifications of orders; maintain facilities in a sanitary condition; complete food production records; prepare and distribute monthly breakfast and lunch menus; comply with USDA and OSPI food and nutrition requirements to receive program funding; track meals prepared and served to students, staff, and others; and to reduce waste to ensure the program operates as efficiently as possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The performance elements identified below are for illustrative purposes only and do not reflect an all-inclusive scope of responsibilities.

1. Responsible for the day-to-day operation of the kitchen and cafeteria.
2. Plans monthly lunch and breakfast menus and meets mandated nutritional requirements.
3. Prepares food orders and inventory of all food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items in a timely fashion.
4. Cooks food, either prepared and/or from scratch, for the purpose of meeting projected meal requirements.
5. Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
6. When assigned, directs assigned personnel such as student workers and/or volunteers for the purpose of assisting the individuals to perform their functions in a safe and efficient manner.
7. Consistently follows established food preparation procedures in verifying meal requirements, quantities and menus to minimize and eliminate waste.
8. Complies with mandated health requirements.
9. Completes all reports and application materials to qualify for funding from USDA and the OSPI.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES - Continued:**

10. Prepares food and beverage items that meet mandated nutritional requirements and projected meal requirements.
11. Immediately reports equipment malfunctions to the Superintendent or designee for the purpose of maintaining equipment in safe working condition.
12. Refers inquiries of students, staff and/or the public to the Superintendent or receives authorization from the Superintendent to respond.
13. Attends in-service and/or other training opportunities in order to keep abreast rules and regulations established by the school, state, federal and/or other regulatory agencies.
14. Maintain and update professional skills by keeping abreast of current developments and trends in area(s) of responsibility.
15. Assists in maintaining a safe working environment.
16. Monitors and records inventory and expenditures and makes recommendations for adjustments, as necessary, to stay within budget constraints and to avoid waste.
17. Cleaning, sanitizing, and folding/unfolding kitchen tables, the kitchen(s) and multipurpose room, bathroom, wash area, refrigerator and freezers, food trays, pots and pans, and other items used to prepare food.
18. Ability to remain organized, firm, and pleasant.
19. Prepares special food items for field trips, school picnics, and community dinners.
20. Assures that the school kitchen(s) are in compliance with applicable tribal, state, and/or federal health, cleanliness and safety requirements and nutrition standards.
21. Tracks and maintains production records, monthly menus, inventory, number of first and second meals served to students, staff, and others.
22. Keep the Superintendent informed of activities, problems, and budgetary needs on a regular and ongoing basis in areas of responsibility.
23. Perform special assignments and/or other duties as designated and/or assigned by the Superintendent (e.g., Elder's Week).

## **QUALIFICATIONS:**

1. Current Washington State Food Handlers Permit
2. Valid Washington State Driver's License
3. Criminal Justice Fingerprint Clearance and pass physical examination
4. Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate for school nutrition directors; or Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts, business or related field; and at least one year of relevant school nutrition programs experience; OR High School diploma or GED and 3 years of relevant experience in school nutrition programs.
5. Holds basic first aid/CPR certification or obtains within first year of employment.
6. The applicant/employee must satisfactorily pass a background check and drug screening, both at the time of hire and throughout employment.
7. Ability to lift or move objects weighing up to 50 pounds

## **QUALIFICATIONS - Continued:**

8. Ability to use computer to produce monthly menus, complete required USDA and OSPI reports, and complete on-line food services program and grant applications.
9. Possess clerical skills, including computer literacy and ability to use Microsoft applications (e.g., Word, Excel, Windows, Outlook, etc.).

## **Education, Knowledge & Experience:**

1. AA degree or equivalent in Culinary Arts or related field or comparable experience in the food service industry.
2. Required 2 to 3 years of work-related experience in the preparation of large quantities of food in business or education setting a plus (ordering food, completing productions reports, etc.).
3. Must have a high energy level and be able to stand for long periods of time.
4. Skills and ability to cook and bake large quantities of food items.
5. Perform and apply basic arithmetic calculations to food preparation.
6. Knowledge of modern methods of food preparation, health codes, USDA and OSPI requirements, sanitation principles, and nutritional requirements.
7. Significant physical abilities include lifting, carrying, pushing, pulling and following oral and/or written instructions.

**MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED:** Computer, phone systems, security system, steamer, dishwasher, mixer(s), warming/convection/microwave ovens, blenders, mixers, tilt skillet, steam kettle, stove, and other equipment used in large food production kitchens.

**VEHICLES OR MOVING EQUIPMENT USED:** School vehicle and carts for moving/transporting hot and cold food and/or traveling to meet training requirements.

**TRAINING REQUIRED:** On the job training, conferences, special training as funding and time provides. Training also required in school policies, emergency procedures, HIV/AIDS, reporting requirements, USDA guidelines, completing reports, safety, self-insured program, telephone system, and building security.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret written materials. Ability to effectively communicate with the Superintendent and others as needed within the work area.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics to the area of food services.

**REASONING ABILITY:** Ability to solve practical to complex problems and deal with a variety of concrete variables to meet the nutritional requirements and produce quality meals. Ability to interpret and follow a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must stand for prolonged periods of time; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee must regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be in kitchens with linoleum or a vinyl no-slip surface. The working environment can often be hot as a result of the use of the ovens and equipment that put off heat. The employee may occasionally work in outside weather conditions (i.e., transporting food from one building to another, operating a barbeque, etc.).

The noise level in the work environment ranges low to high.

**HAZARDS/OBSTACLES:** Employees are sometimes exposed to hazards such as chemicals and dust particles; hot and cold water; hot and cold temperatures; food waste; heat; and open flames (pilot light, oven surface, etc.).

**UNPROTECTED HEIGHTS:** None.

<b>AMOUNT OF DAY SPENT:</b>	<b>(Hours at one time)</b>	<b>(Hours during full day)</b>
Sitting	15 minutes	1/2 hour
Standing	180 minutes	6 hours
Walking	5 minutes	1 1/2 hours

**WORK/REST CYCLE:** Employees earn five (5) minutes of break time per hour which may be used in fifteen (15) minute increments. One 30-minute lunch break. The cook is encouraged to eat breakfast and lunch that is prepared in the kitchen. Employees must remain at school during breaks. If leaving the campus, employees must clock out when they leave and clock in when they return.

**EMPLOYEE WORKS:** Inside 7 3/4 hours; Outside 15 minutes; Total 8 hours

\* NOTE: Hours may be adjusted to meet the needs of QTS.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:**

The following analysis entails an evaluation of the Physical Demands factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not present, does not exist

Occasionally = 0 to 33%

Frequently = 33% to 67%

Constantly = 67% to 100%

**REQUIRED ACTIVITIES**

	Frequency	Body Part	lbs.	Activity
Twist	F	Upper body	0-10	Serving and preparing food
Stoop/Bend	F	Legs, lower body	0-40	Storing and retrieving food supplies, cleaning, etc.
Squat	F	Legs, lower body	0-40	Storing and retrieving food supplies, cleaning, etc.
Kneel	O	Legs, lower body	0-40	Storing and retrieving food supplies, cleaning, etc.
Crawl	NP			
Push/Pull	F	Arms, legs	25-50	Food carts, food trays, serving bowls and trays, garbage cans
Climb	O	Legs	0-10	Stairs, ramps, etc.
See	C	Eyes	N/A	Reading menus, rules and regulations, inventory, etc. Requires acute near/far vision, depth and color perception, and wide field of vision
Hear/Talking	C	Ears	N/A	Communicating with students, staff, supervisor and office staff

### REQUIRED LIFTS

	Frequency Activity	Body Part		Range/Height
0-25 lbs.	C	Legs, arms	1"-30" to 8'	Food trays, bowls, platters, equipment, etc.
10-50 lbs. containers	F	Legs, arms	1"-30" to 8'	Food and milk freight, canned goods, commodities and food, garbage cans

### REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	C	Arms, legs	1" to 60'	Same as lifts above
10-50 lbs.	F	Arms, legs	1" to 60"	Same as lifts above

### REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	F	Arms	0-40/3'	Storing and retrieving food items and equipment
Reach at Shoulder	C	Arms	0-40/3'	Storing and retrieving food items and equipment, serving
Reach Below	C	Arms	0-40/3'	Storing and retrieving food items and equipment, cleaning, serving, etc.
Manual/Finger Dexterity	C	Arms, wrists, fingers	0-10/3'	Operating kitchen equipment, stirring, pouring, handling trays, etc.

### **SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS**

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating  
 NP = Not present in the Job Environment  
 S = Seldom - Under 5% of Work Day  
 O = Occasionally - Up to 33% of the time  
 F = Frequently- From 33% to 67%  
 C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Delivering/retrieving food and equipment main school to Akalat
Outside 1%	S	
2. Extreme Cold	O	Walk-in cooler, freezer(s)
3. Extreme Heat	C	Baking, cooking, ovens
4. Wet/Humid	S	School is located in rain forest
5. Noise (in Decibels) Vibration	80 decibels (estimated)	Mixers, pots and pans banging, dish washer, students, fans, steamer, garbage disposal & other equipment
6. Hazards		
a. Mechanical	F	Slicers, oven doors, knives, mixers
b. Explosives	NP	
c. Electrical	S	Electrical appliances
d. Radiant Energy	O	
e. Burns	F	
f. Other hazard(s)	F	Wet surfaces (slipping)
7. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	F	Boiling water, dish water
c. Odors	S	Oven cleaners, bleach, cleaners
d. Gases	S	Scale remover
e. Dusts	S	Flour, Nacho cheese and dressing mix
f. Poor ventilation	O	Building was new in 1994
g. Other atmospheric hazards	NP	
8. Protective clothing/Devices		Aprons, rubber/latex gloves, pot holders, protective shoes with non-slip soles (no open toes, sandals, thongs or slippers), long pants (no shorts or skirts)

**Comments:** This position requires constant interaction with staff, Board members and vendors while remaining organized, firm and pleasant.

**Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), the Quileute Tribal School shall not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, disability, veteran or military status, sexual orientation, gender expression or identity, disability, political beliefs (where applicable), marital status, familial or parental status, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640, Mark Jacobson (360-374-5609); Section 504, Anita Baisley (360-374-5602); and Compliance Coordinator for State Law, Mark Jacobson (360-374-5609) at PO Box 39, 40 Ocean Drive, La Push, Washington 98350. The Quileute Tribal School is exempt under federal or state law pertaining to employment practices under which a preferential treatment is given to any individual because he or she is an Indian living on or near a reservation.**